

## Surveyor

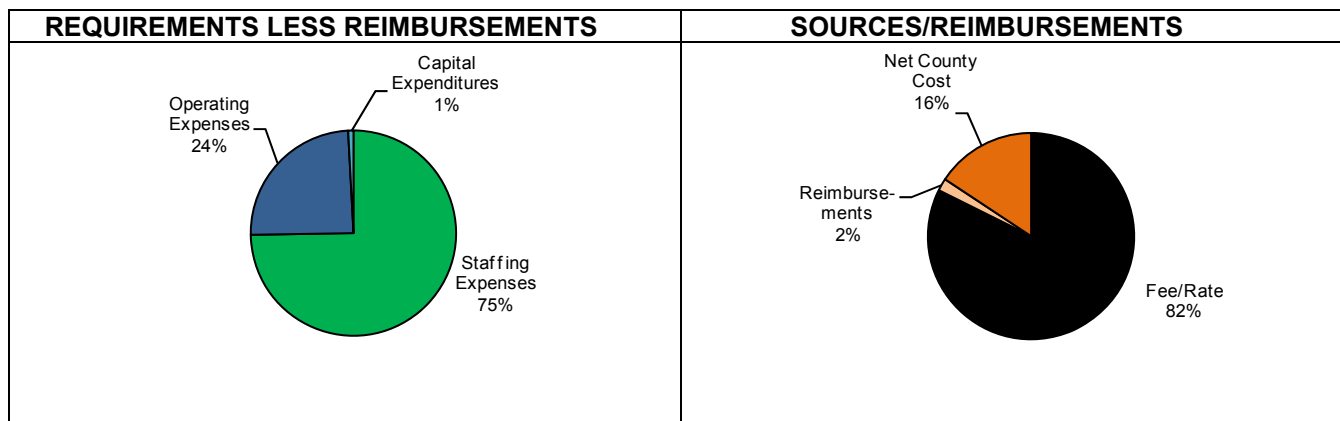
### DESCRIPTION OF MAJOR SERVICES

The function of the County Surveyor is to review subdivision maps as prescribed by state law, prepare legal descriptions and maps, perform design and construction surveys for various County departments, assist the public in matters relating to land boundaries, and ensure that sound surveying is used in the preparation of maps and plans for project development within the county. The County Surveyor ensures these maps and plans conform to conditions of approval, local ordinances, standards for development, and state laws. Field crews perform boundary and construction surveys for other County departments and are responsible for perpetuation of controlling survey monuments. The County Surveyor also maintains the integrity of the Countywide Geographic Information Services (GIS) Parcel Basemap.

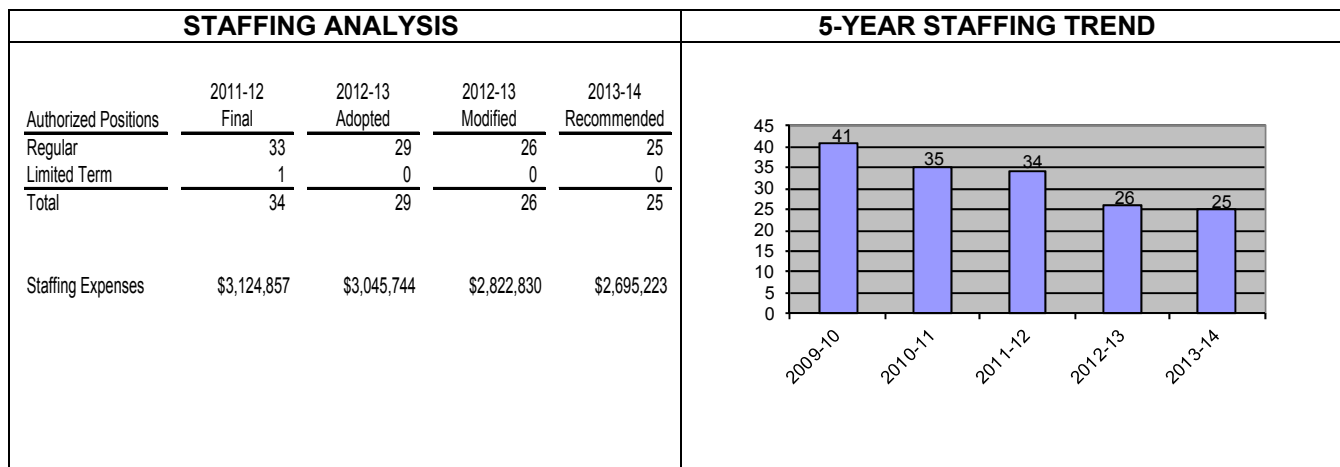
#### Budget at a Glance

Total Requirements	\$3,536,654
Total Sources	\$2,972,208
Net County Cost	\$564,446
Total Staff	25
Funded by Net County Cost	16%

### 2013-14 RECOMMENDED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Public Works - Surveyor  
FUND: General

BUDGET UNIT: AAA SVR  
FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
<b>Requirements</b>							
Staffing Expenses	3,137,690	3,053,515	3,123,951	2,766,829	2,822,830	2,695,223	(127,607)
Operating Expenses	492,489	567,041	493,051	635,138	774,022	880,855	106,833
Capital Expenditures	9,249	0	0	60,000	60,000	30,000	(30,000)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,639,428	3,620,556	3,617,002	3,461,967	3,656,852	3,606,078	(50,774)
Reimbursements	(71,638)	(68,212)	(80,744)	(71,529)	(71,360)	(69,424)	1,936
Total Appropriation	3,567,790	3,552,344	3,536,258	3,390,438	3,585,492	3,536,654	(48,838)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,567,790	3,552,344	3,536,258	3,390,438	3,585,492	3,536,654	(48,838)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	3,326,474	3,271,455	3,268,897	3,100,439	3,278,589	2,960,183	(318,406)
Other Revenue	28,996	33,456	22,494	10,096	27,000	12,025	(14,975)
Total Revenue	3,355,470	3,304,911	3,291,391	3,110,535	3,305,589	2,972,208	(333,381)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	3,355,470	3,304,911	3,291,391	3,110,535	3,305,589	2,972,208	(333,381)
Net County Cost	212,320	247,433	244,867	279,903	279,903	564,446	284,543
Budgeted Staffing					26	25	(1)

## MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses represent the majority of requirements for 2013-14. In the event of unanticipated workload increases, \$100,000 has been included in operating expenses for the services of private land surveying firms as needed. Capital expenditures of \$30,000 represent the replacement of 3 data recorders needed to perform field surveys. All of these costs are necessary to provide the public with protection in matters that relate to sound surveying practices and to meet state mandated time frames. Sources of \$3.0 million include fees charged to customers for: field surveys, review of subdivision maps, preparation of legal descriptions/maps, and taxable sales of microfiche prints, plotter prints, electronic map images and photocopies.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Budget changes for the Surveyor include a net decrease in staffing expenses of \$127,607 primarily due to the deletion of a Staff Analyst II position responsible for accounting and budget preparation. These functions are now being performed by other administrative staff within the Public Works Department. Accordingly, operating expenses are increased by a similar amount since the Surveyor is providing reimbursement for these services. A reduction in COWCAP, microfilm scanning services, and courier/ mailing expenses helped to offset this increase. Sources have been decreased by \$333,381 due to the continued slow development that has been occurring in this County. Net county cost has increased by \$284,543 to provide additional funding for costs associated with processing corner records, a mandated service, and maintaining the integrity of the Countywide Geographic Information Services (GIS) Parcel Basemap.

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.7 million fund 25 budgeted regular positions. As mentioned above, the Surveyor deleted a Staff Analyst II position responsible for accounting and budget preparation and is utilizing administrative personnel within the Public Works Department to accomplish these tasks.



The 2013-14 recommended budget also includes the following reclassifications:

- Engineering Technician V to Land Surveyor
- Engineering Technician IV to Land Surveyor

## 2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surveyor Administration	1	0	1	1	0	0	1
Field Section	13	0	13	13	0	0	13
Office Section	9	0	9	9	0	0	9
Administrative Services	2	0	2	2	0	0	2
Total	25	0	25	25	0	0	25

Surveyor Administration	Field Section	Office Section
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 County Surveyor	1 Supervising Land Surveyor	1 Survey Division Chief
1 Total	1 Land Surveyor	1 Supervising Land Surveyor
	5 Survey Party Chief	1 Land Surveyor
	1 Engineering Technician V	1 Engineering Technician V
	1 Engineering Technician IV	3 Engineering Technician IV
	3 Engineering Technician III	1 Engineering Technician III
	1 Engineering Technician II	1 Secretary I
	13 Total	9 Total
<b>Administrative Services</b>		
<u>Classification</u>		
1 Accounting Technician		
1 Fiscal Assistant		
2 Total		

